

**RULES
OF
THE TENNESSEE DEPARTMENT OF STATE**

**CHAPTER 1360-01-01
NOTICE OF RULEMAKING**

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1360-01-01-.01 NOTICE TO SECRETARY OF STATE OF TENNESSEE.

- (1) Whenever an agency is required by law to hold a public hearing as part of its rulemaking process and is required to transmit a notice of such rulemaking hearing to the Secretary of State for publication in the Tennessee Administrative Register, that notice shall be filed using form SS-7037 prescribed by this chapter and made available on the Secretary of State's web site. The general information required for all notices shall be added by the agency on the prescribed form.

Authority: T.C.A. §4-5-203. **Administrative History:** (For history prior to June 22, 1984 see pages 1-1.001.) Repeal and new rule filed May 23, 1984; effective June 22, 1984. Repeal and new rule filed July 29, 2008; effective November 28, 2008.

1360-01-01-.02 PAPER SIZE AND MARGINS.

- (1) All notices of rulemaking hearings filed with the Secretary of State must be on white, medium bond paper, size eight and one-half by eleven inches. The margins of this form will be preselected by the Secretary of State. After the form is completed it can be printed and copies made for submission to the Secretary of State.

Authority: T.C.A. §4-5-203. **Administrative History:** (For history prior to June 22, 1984 see pages 1-1.001.) Repeal and new rule filed May 23, 1984; effective June 22, 1984. Repeal and new rule filed July 29, 2008; effective November 28, 2008.

1360-01-01-.03 FORMS AND COMPLETION OF FORMS.

- (1) A Notice of Rulemaking Hearing filed with the Secretary of State will require the following:
- (a) Three (3) original forms (SS-7037) documents with signatures
1. The following guidelines apply to the document:
- (i) The documents must be clean and legible copies.
 - (ii) Use of capitals and lower case in all text. No "all caps."
 - (iii) No bold, underline or italic fonts.
 - (iv) No auto numbering on paragraphs in text of rule.
 - (v) Do not use the MS Word function "track changes."

(Rule 1360-01-01-.03, continued)

- (vi) No unneeded punctuation. Example: No comma between rule number and rule title or apostrophe after agency name in main heading.
 - (vii) Use T.C.A. for Tennessee Code Annotated.
 - (viii) No hard return at the end of lines within a paragraph. Use only at end of paragraph.
 - (ix) Use the enter key to put space between paragraphs. Do not use paragraph formatting before or after the paragraph to create space. This function does not work with style pallets.
 - (x) Use hyphens on keyboard with no spaces between hyphen and rule numbers. Variations can cause search options to overlook target.
 - (xi) No single digits on rule and chapter numbers. Place "0" with single numbers. Example: 1200-5-5 = 1200-05-05.
 - (xii) Font style shall be Arial and point size 10.
- (b) A digital version (diskette or CD) of the filing shall accompany the filing.
- 1. The file must be transmitted to the Secretary of State in MS Word.
 - 2. The disk or CD shall be labeled to include the following information:
 - (i) File name.
 - (ii) Software program and version.
 - (iii) Chapter and rule number.
 - (iv) Name, address, telephone number and e-mail of the technical contact who created the medium file.
 - (v) Include only what is required on disk/CD. Label disk/CD with chapter number.
 - (vii) Files not required by the Secretary of State should not be included on the disk/CD accompanying the rule.
- (2) Page numbering – Page one of all filings will be on the prescribed form. All additional pages will be numbered sequentially at the bottom, middle of the page.
- (3) The substance of the proposed rules(s) shall be added to the form at the designated place. The text must be formatted according to the rules of the Secretary of State (see Rule 1360-01-02).
- (4) The Secretary reserves the right to reject any filing not in compliance with these rules or other rules pertaining to rulemaking.
- (5) A completed sample of form SS-7037 can be found at the Secretary of State's web site: www.state.tn.us/sos.

Authority: T.C.A. §§ 4-5-203. **Administrative History:** (For history prior to June 22, 1984 see pages 1-1.001.) Repeal and new rule filed May 23, 1984; effective June 22, 1984. Amendment filed April 16,

(Rule 1360-01-01-.03, continued)

1990; effective July 29, 1990. Amendment filed June 12, 1995; effective October 27, 1995. Amendment filed August 17, 1998; effective December 29, 1998. Repeal and new rule filed July 29, 2008; effective November 28, 2008.

1360-01-01-.04 REPEALED.

Authority: T.C.A. §§4-5-203. **Administrative History:** Original rule filed June 12, 1995; effective October 27, 1995. Repeal filed July 29, 2008; effective November 28, 2008.

1360-01-01-.05 REPEALED.

Authority: T.C.A. §§4-5-203. **Administrative History:** (For history prior to June 22, 1984 see pages 1-1.001.) Repeal and new rule filed May 23, 1984; effective June 22, 1984. Amendment renumbering rule (formerly 1360-01-01-.04) filed June 12, 1995; effective October 27, 1995. Repeal filed July 29, 2008; effective November 28, 2008.